

27 JUN 1975

STATINTL

MEMORANDUM FOR: Chief, Special Contract and Procurement
Staff, OEL

SUBJECT : Contract No. [REDACTED]

STATINTL

John:

1. This memo is written to bring you up to speed on agreements reached during my recent (19 June 1975) meeting at [REDACTED] and to recommend certain actions to you for implementation.

a. A copy of our standard monthly contract status report was delivered and the contractor will use these reports as a format for future reporting.

b. The contractor was asked to project physical percentages of completion versus expenditures by month and provide same to you as a baseline for evaluation of information included in monthly reports. He will send this to you.

c. The contractor asked about delays in payment of invoices. As you know, your COTR has asked for certain additional data on invoices to give him a better handle on his program. In certain instances payment has been withheld pending receipt of additional information. Since we are going into hours, costs, and names of individuals charging our job in substantial detail at monthly management meetings and also because all costs are subject to audit for allowability and allocability, it is recommended that invoices be handled in accordance with normal procedures for CPFF contracts to facilitate fast pay. The COTR, based on the review of copies of invoices, will advise you of any unallocable costs for suspension or disallowance; however, this action should not interrupt processing of the original invoice or payment to the contractor. If progress is determined to be unsatisfactory, then we can consider delaying payment.

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SUBJECT: Contract [REDACTED]

5. In conclusion, I feel that the first management review was successful and hope that future meetings will go as well. I suggest you let the Director of OJCS see Amendment 6 before it goes out since he was in on the whole thing and, in fact, chop on the BJ.

[REDACTED] STATINTL

Chief
Procurement Management Staff, OL

cc: D/L
D/OJCS STATINTL
DD/OJCS
[REDACTED]

P.S. Either Mr. Blake or Mr. McMahon may attend occasional future meetings.

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☐ INTERNAL
☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO

3092

60

Copy to DD/OTCS, 4/30.

2.

D.

6/30

8

3.

C/PS

6/30 71.

Aca

STATINTL

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O/D - file

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15.

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